



Administration for Children and Families

Office of Community Services

Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Organizational Standards Center of Excellence (COE)

HHS-2014-ACF-OCS-ET-0821

Application Due Date: 07/15/2014

Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Organizational Standards Center of Excellence (COE)

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**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Community Services
Funding Opportunity Title: Community Services Block Grant (CSBG) Training and Technical Assistance (T/TA) Organizational Standards Center of Excellence (COE)
Announcement Type: Initial
Funding Opportunity Number: HHS-2014-ACF-OCS-ET-0821
Primary CFDA Number: 93.569
Due Date for Applications: **07/15/2014**

Executive Summary

Notices:

- In Fiscal Year (FY) 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via <http://www.grants.gov> is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2. Content and Form of Application Submission* for detailed information on this requirement.
- Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) will support one 2-year cooperative agreement for the Community Services Block Grant (CSBG) Organizational Standards Center of Excellence (COE).

This cooperative agreement will support an enhanced ongoing state, regional and national training and technical assistance (T/TA) strategy for the implementation of organizational standards in the CSBG Network. The Organizational Standards COE will focus on increasing accountability and organizational performance by assisting State CSBG Lead Agencies and local CSBG-eligible entities in setting, implementing, and meeting organizational standards in the areas of consumer input and involvement, community engagement, community assessment, organizational leadership, board governance, strategic planning, human resource management, financial operations and oversight, and data and analysis.

The Organizational Standards COE will develop and coordinate projects in partnership with State CSBG Lead Agencies, local CSBG-eligible entities, regional and national partners, including the CSBG T/TA Regional Performance and Innovation Consortium (RPIC). The goals of the Organizational Standards COE will be to ensure that all State CSBG Lead Agencies and local CSBG-eligible entities have the capacity to provide high-quality services to low-income individuals and communities, and are able to set, implement, and meet organizational standards.

I. Program Description

Statutory Authority

This program is authorized by Sections 674(b)(2)(A) and 678A of the CSBG Act, as amended (42 U.S.C. §§ 9903(b)(2)(A) and 9913).

Description

HISTORY OF CSBG AND THE ORGANIZATIONAL STANDARDS CENTER OF EXCELLENCE

CSBG provides states, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, and federal and state-recognized Indian tribes and tribal organizations, Community Action Agencies (CAA), migrant and seasonal farmworkers, or other organizations designated by the states, funds to alleviate the causes and conditions of poverty in communities. The CSBG is a federal block grant program administered by OCS. OCS distributes the CSBG funds to states and local communities, working through a network of over 1,100 entities designated to receive funds, known as CSBG-eligible entities and largely CAAs, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. Funds support a range of services and activities to assist the needs of low-income individuals, including the homeless, migrants, and the elderly.

CAAs are private nonprofit and public organizations. They are governed by a uniquely structured tripartite board of directors, comprised equally of elected public officials, private sector representatives, and low-income representatives. This structure is designed to promote the participation of the entire community in assessing local needs and eliminating the causes and conditions of poverty. CAAs create, coordinate, and deliver an array of comprehensive programs and services to low-income individuals and families.

In 2012, OCS funded a 2-year cooperative agreement for the CSBG Organizational Standards COE to play a key role in federal efforts to develop and disseminate organizational standards. The Organizational Standards COE was developed to assist states and local CSBG-eligible entities set and meet organizational standards. The Organizational Standards COE was called upon to develop a product with input from organizations that support and provide advocacy for the CSBG. The COE was to create tools that can be used by states and local CSBG-eligible entities on organizational standards to enhance accountability. Categories considered in the development of the standards include consumer input and involvement, community engagement, community assessment, organizational leadership, board governance, strategic planning, human resource management, financial operations and oversight, and data and analysis.

In July 2013, OCS officially received recommendations from the current Organizational Standards COE grantee. Those measures will be shared officially for implementation with the CSBG Network. It is important to note that these recommendations represent a “foundation” to meet the unique anti-poverty mission of CSBG. The major focus goals of the current Organizational Standards COE cooperative agreement included:

- Facilitating input from CSBG-eligible entities, State CSBG Lead Agencies, RPIC, State CSBG Associations, and national CSBG T/TA partners on existing standards being utilized to assess capacity and performance in the CSBG Network;
- Creating a set of standards for performance that would be administered consistently throughout the CSBG Network and ensure that CSBG-eligible entities have the capacity to effectively address the needs of low-income individuals and communities;
- Utilizing standards to develop curricula, training materials, tools for self-assessment, and tools for state assessments that would ensure that all CSBG-eligible entities can be measured according to consistent organizational standards;

- Developing a strategy to partner and collaborate with RPIC, the Results Oriented Management and Accountability (ROMA) Next Generation COE, and CSBG stakeholder groups; and
- Participating in the web-based CSBG T/TA Resource Center in which State Lead Agencies, State CSBG Associations, and CSBG-eligible entities have access to a web-based shared calendar, T/TA request system, consultant bank, and discussion forums.

In the Fall of 2014, OCS is expected to provide new guidance to CSBG grantees, within our legislative authorities, on the CSBG Organizational Standards. Based on final federal review, OCS may adjust or modify standards prior to this guidance, but will do so in close consultation with the Organizational Standards COE and other key stakeholders. During the next year, OCS will also be working with the new Organizational Standards COE grantee to implement organizational standards across local CSBG-eligible entities and develop recommended tools and training related to the standards. Our goal is to promote extensive collaborative implementation between state authorities and the state networks of CSBG-eligible entities.

The current Organizational Standards COE grantee primarily focused on developing and disseminating a set of organizational standards that local CSBG-eligible entities can utilize to enhance accountability. This funding opportunity will focus on working with states and CSBG-eligible entities to set, implement, and meet the national organizational standards developed by OCS and the current Organizational Standards COE grantee or a different set of standards chosen by the state.

CURRENT CSBG T/TA COOPERATIVE AGREEMENTS

The CSBG T/TA Results Oriented Management and Accountability (ROMA) Next Generation Center of Excellence (COE) focuses on performance management, and builds upon the ROMA performance cycle. This cycle includes needs assessments, community CSBG plans that utilize evidence-informed service approaches targeted to the highest-priority needs, challenging outcome goals, and documentation and analysis of progress and results according to a consistent set of criteria.

The Regional Performance and Innovation Consortia (RPIC) serve as the geographic focal points and lead the development of an integrated system of T/TA capacity-building activities. The core functions of the 11 RPIC include assuring that all CSBG-eligible entities are able to meet CSBG organizational standards, and supporting local implementation of State ROMA performance management efforts.

The Strengthening the Capacity and Ability of CSBG-Eligible Entities to Address Legal Issues cooperative agreement focuses on expanding the capacity and ability of CSBG-eligible entities to deal with legal issues, especially those that have been shown to significantly impact the administrative, fiscal, and programmatic policies and operating procedures of agencies funded under CSBG. The central objectives of this cooperative agreement include partnering with the CSBG Organizational Standards COE in addressing legal aspects related to the implementation of organizational standards in the CSBG Network, and assisting State CSBG Lead Agencies in adopting organizational standards, including following state administrative law for adoption rules and regulations.

The Learning Communities Resource Center was designed to promote the creation of places where information can be stored and shared among the CSBG Network. The center administrators, as well as network users, could analyze Community Action outcomes and identify effective, promising, and innovative practice models to address current causes and conditions of poverty.

The Risk Mitigation T/TA Center efforts focus on the coordination of federal, state, and local risk mitigation and corrective action processes to assure appropriate assessment and corrective action within the CSBG Network. This T/TA Center works with states and with local entities to identify significant performance deficiencies, such as audit issues, lack of corrective action based on audit and state monitoring findings, Board compliance issues, failure to submit appropriate performance information, lack of documentation for services delivered, and other significant management concerns.

It is expected that the Organizational Standards COE grantee will participate in a CSBG Network-wide

approach in partnership with OCS and these established national CSBG T/TA partners.

ORGANIZATIONAL STANDARDS COE PURPOSE AND MAJOR FOCUS GOALS

This funding opportunity announcement is intended to support a 2-year effort to continue a national COE to support an enhanced strategy for organizational assessment that can be utilized by states and local CSBG-eligible entities to set, implement, and meet organizational standards for organizational operations and accountability within CSBG-eligible entities.

The purpose of the Organizational Standards COE is to continue to build the long-term capacity of CSBG-eligible entities by increasing the accountability and organizational performance. It is expected that the long-term capacity of CSBG-eligible entities will be built through the development of T/TA activities, assessments, information, and other resources. The Organizational Standards COE will continue to help ensure that CSBG-eligible entities set and meet organizational standards for operations and management of complex non-profit and public entities; additionally, the Organizational Standards COE will provide T/TA efforts for the implementation of organizational standards within local CSBG-eligible entities. By design, T/TA efforts must identify and focus on organizational standards in the following areas: consumer input and involvement, community engagement, community assessment, organizational leadership, board governance, strategic planning, human resource management, financial operations and oversight, and data and analysis.

This cooperative agreement will support the implementation of T/TA strategies designed to assist CSBG-eligible entities in five major focus goals:

1) Assessing Organizational Capacity and Performance in the CSBG Network by facilitating input from CSBG-eligible entities, State CSBG Lead Agencies, RPIC, State Associations, and national CSBG T/TA partners on new and/or existing organizational standards.

- Using various modes and methods to assess the capacity of states and CSBG-eligible entities to implement and meet organizational standards and meet guidelines or time frames established by states or OCS for full implementation.

2) Coordinating and Leading Activities Related to Implementation of Organizational Standards that will ensure that CSBG-eligible entities have the organizational capacity to effectively address the needs of low-income individuals and communities.

- Partnering with state and national CSBG T/TA partners to assist the state with establishing and communicating a technical assistance strategy to help ensure that all CSBG-eligible entities have access to technical assistance to implement and meet organizational standards;
- Utilizing communication and action plans to ensure clear and consistent messaging on the implementation plan for organizational standards. The plans will ensure that implementation and information-sharing strategies are consistently performed across CSBG-eligible entities, State CSBG Lead Agencies, RPIC, State Associations, and national CSBG T/TA partners; and
- Convening work groups and committees to gather input on organizational standards and other Organizational Standards COE materials.

3) Developing Curricula and Training Materials for state assessments that will ensure that all CSBG-eligible entities can be effectively assessed according to consistent set of organizational standards.

- Developing materials to train State CSBG Lead Agency staff, including monitors, on organizational standards;
- Developing tools for organizational self-assessment;
- Developing tools for incorporating organizational standards into state assessments, annual State CSBG Plans, and state monitoring practices;
- Developing training modules (e.g., videos and training guides); and
- Disseminating toolkits and other resources related to organizational standards.

4) Collaborating with RPICs, ROMA Next Generation COE, CSBG Legal T/TA Center, and other CSBG national T/TA partners and stakeholder organizations.

- Coordinating and convening working groups related to the implementation of organizational standards; and
- Participating in CSBG Network events (e.g., presenting at various meetings, conferences, webinars, and regional calls).

5) Continuing to Build and Enhance the Web-based CSBG T/TA Resource Center to ensure that State CSBG Lead Agencies, State Associations, and CSBG-eligible entities have access to a web-based shared calendar, T/TA request system, consultant bank, and discussion forums.

- Coordinating CSBG national and regional meetings by utilizing the web-based shared calendar;
- Utilizing the T/TA request system to ensure that CSBG-eligible entities have access to up-to-date and relevant T/TA; and
- Maintaining the consultant bank to ensure that CSBG-eligible entities have access to various outside experts.

ORGANIZATIONAL STANDARDS COE REQUIREMENTS

The core functions of the Organizational Standards COE are:

- Assist State CSBG Lead Agencies and local CSBG-eligible entities in setting and meeting organizational standards in the areas of consumer input and involvement, community engagement, community assessment, organizational leadership, board governance, strategic planning, human resource management, financial operations and oversight, and data and analysis;
- Assist the RPIC in developing regionally based technical assistance efforts to help ensure that all CSBG-eligible entities implement and meet organizational standards;
- Collaborate with OCS and other CSBG T/TA grantees to train State CSBG Lead Agency staff, including monitors, on the organizational standards; and
- Support professional and organizational development beyond the achievement of basic standards to organizational and professional excellence.

Organizational Standards COE Activities

The Organizational Standards COE will:

- Collect and maintain data on the impact of implemented organizational standards (i.e., the national standards developed by OCS and the current Organizational Standards COE grantee or a different set of standards chosen by the state), T/TA activities, information, and resources that:
 - Assess and address the various levels of operations (i.e., consumer input and involvement, community engagement, community assessment, organizational leadership, board governance, strategic planning, human resource management, financial operations and oversight, and data and analysis);
 - Develop and implement strategies to assess operations and accountability; and
 - Evaluate and measure program effectiveness including securing participant feedback from State CSBG Lead Agencies, State Associations, and CSBG-eligible entities.

State CSBG Lead Agencies and the CSBG T/TA RPIC will play a key role as partners in this effort. Their critical functions will include:

- Obtaining and providing regional input on organizational standards;
- Participating in national work groups;
- Facilitating and providing training on organizational standards and measurement techniques;
- Assisting State Associations and CSBG-eligible entities in utilizing organizational standards for self-assessment;

- Implementing recommended organizational standards for CSBG-eligible entities;
- Setting, implementing, and meeting organizational standards in the areas of consumer input and involvement, community engagement, community assessment, organizational leadership, board governance, strategic planning, human resource management, financial operations and oversight, and data and analysis; and
- Developing and coordinating projects in partnership with local CSBG-eligible entities, regional and national partners including extensive collaboration, T/TA, partnership development, information dissemination, and capacity building.

POST AWARD REQUIREMENTS

Travel for Conferences and Presentations

OCS requires the grantee to allocate funding for the entrance meeting for the purpose of presenting and discussing details of the project work plan and cooperative agreement with the federal Project Officer and other OCS staff. The meeting will also address activities related to infrastructure development and the implementation plan (Please see *Section IV.2. Content and Form of Application Submission, The Project Description, Approach, and The Project Budget and Budget Justification* for more information).

Identification of Federal Support

Whenever T/TA projects are either entirely or partially supported by CSBG funds, the national CSBG T/TA partner (grantee) must clearly identify the associated activities, services, or resources as part of the strategy for promoting exemplary practices and risk mitigation for CSBG. Furthermore, the grantee must include a certification statement as follows:

"This publication was created by [grantee organization name] in the performance of the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, Grant Number [90ETXXXX]. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families."

COE Organizational Standards Data Collection

Because the implementation of organizational standards is likely to require changes in state plans or other data collection procedures and systems, OCS will be seeking approval from the Office of Management and Budget (OMB) for information collection under the Paperwork Reduction Act (PRA) on the national organizational standards developed by OCS and the current Organizational Standards COE grantee for post-award reporting.

NOTE: OCS may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. OCS will be seeking approval of its *COE Organizational Standards Data* through the OMB's Office of Information and Regulatory Affairs (OIRA), as required by the PRA of 1995, 44 U.S.C. §§ 3501-3521. OCS will not request this information if these data points are not approved at the time that reports are due. Please see *Section VI.3. Reporting* for more information.

For more information on application requirements, please see *Section IV.2 Project Description*.

DEFINITIONS OF TERMS

For the purposes of this announcement, the following definitions apply:

Board Governance - CSBG Tripartite Board Governance relates to consistent management, cohesive policies, guidance, processes, and decision-rights for a given area of responsibility such as mission, leadership, oversight, conduct of operations, and financial health of a CSBG-eligible entity.

Capacity - Overall or specific capability to plan, deliver, manage, and evaluate programs efficiently and effectively to produce intended results for low-income individuals. Activities that build capacity may

include: creating internal fiscal integrity or computer systems; establishing new external linkages with other organizations; improving board functioning; adding or refining a program component, or replacing techniques or programs piloted in another local community; or making other cost-effective improvements.

Community Action Agency (CAA) - Local-level organizations that are CSBG-eligible entities (as described in Section 673(1)(A) of the CSBG Act (42 U.S.C. § 9902(1)(A)). They provide a number of types of assistance with the goals of reducing poverty and enabling low-income families to become economically self-sufficient.

Community Assessment - A description of a community, its people, and the needs of a community in order to provide services appropriate to those needs. Regular comprehensive community assessments take into account the breadth of community needs as well as the partners and resources available in a community to meet these needs.

Community Engagement - Community engagement within the CSBG Network is the process of working collaboratively with community groups to address issues that impact their well-being. Through formal and informal partnerships, ongoing community planning, advocacy, and engagement of people with low incomes, partners work together to successfully move families out of poverty and revitalize communities.

Consumer Input and Involvement - Input from CSBG-eligible individuals and families to better understand the customer's wants and needs, and used as the key input for CSBG services. Community Action works in a coordinated and comprehensive manner to develop programs and services that will make a critical difference in lives of participants by implementing high impact programs and services.

CSBG-Eligible Entities - An eligible entity as described in Section 673(1)(A) of the CSBG Act (42 U.S.C. § 9902(1)(A)) (as in effect on the day before the date of enactment of the Coats Human Services Reauthorization Act of 1998) as of the day before such date of enactment or is designated by the process described in Section 676A (42 U.S.C. § 9909) (including an organization serving migrant or seasonal farmworkers that is so described or designated); and that has a tripartite board or other mechanism described in the subsection (a) or (b), as appropriate, of Section 676B (42 U.S.C. § 9910).

CSBG Network - A national network of CAAs, State CSBG Lead Agencies, State CAA Associations, tribal organizations, national CSBG T/TA partner organizations, and OCS working together to alleviate the conditions of poverty and help families and communities achieve economic self-sufficiency.

CSBG Tripartite Board - The CSBG Act requires that a private nonprofit CAA administer its CSBG Program through a tripartite board whose members fully participate in the development, planning, implementation, and evaluation of the program. The tripartite board must be composed as follows: 1) one-third of the board must consist of elected public officials; 2) no fewer than one-third must be persons chosen in accordance with democratic selection procedures adequate to assure that the members are representative of low-income individuals and families in the neighborhood served and, if they represent a specific neighborhood, that they live in that neighborhood; and 3) the remainder must be members or officials of the private groups and interests in the community (business, industry, labor, religious, law enforcement, education, or other major groups and interests).

Exemplary Practice Model - An innovative and consistently applied policy, process, practice, or procedure that takes a comprehensive approach to developing and implementing activities using strategies that are related to the intended service recipients and community. This practice model is culturally competent, data-driven, measurable, and replicable and incorporates a method for documenting programmatic results.

Financial Operations and Oversight - The planning, directing, monitoring, organizing, and controlling of the monetary resources of an organization. Moreover, the execution of the joint finance mission to provide financial advice and guidance that adheres to the CSBG Act and applicable statutes.

Human Resource Management - An organizational function that deals with issues related to people, such as compensation, hiring, performance management, organizational development, safety, wellness, benefits, employee motivation, communication, administration, and training. Attention to organizational

elements such as policies and procedures, performance appraisals, and training lead to strong organizations with the capacity to deliver high quality services to low-income individuals and families.

Knowledge Management - The process of gathering, classifying, analyzing, and sharing information so that an organization can collectively pursue its objectives efficiently. Components of knowledge management include people, processes, and technology. The process of knowledge management must be supported by an appropriate investment in training and technology.

Organizational Assessment - A method used to gain information that drives the development of priorities and strategies utilized by states and local CSBG-eligible entities to set, implement, and meet high performance standards for organizational operations and accountability.

Organizational Leadership - Leadership in a CSBG-eligible entity organizational role involves establishing a clear vision of organizational standards, accountability, strategic planning, and financial operations in the CSBG Network.

Organizational Operations - Explicit and implicit institutional rules and policies designed to provide a structure where various work roles and responsibilities are delegated, controlled, and coordinated. Organizational structure also determines how information flows from level-to-level within the organization.

Performance Measurement - A process used to assess how a program is accomplishing its mission through the delivery of products, services, and activities.

Regional Performance Innovation Consortium (RPIC) - Support an ongoing state and/or regional strategy for collaboration, capacity-building, and exemplary practice in the CSBG program and among State CAA Associations. The 11 RPICs serve as regional focal points and lead the development of a comprehensive and integrated system of T/TA capacity-building activities. Each RPIC coordinates regional T/TA activities among State CAA Associations with the central mission of ensuring that all CSBG-eligible entities are able to meet high-quality performance standards and utilize evidence-informed service approaches to address the identified needs of low-income people in communities.

Results Oriented Management and Accountability (ROMA) - A performance-management approach designed for use in assessing the impact of anti-poverty efforts carried out by CAAs receiving CSBG funds. The ROMA cycle of performance management includes high-quality needs assessments; community CSBG plans that utilize evidence-informed service approaches targeted to the highest priority needs, setting challenging outcome goals; and documentation and analysis of progress and results according to a consistent set of criteria.

State CSBG Lead Agency - The agency designated by the Governor or Chief Executive Officer of a state to submit the state's official CSBG plan, monitor the activities of eligible entities, and assure compliance with all statutory and regulatory requirements for the CSBG program.

State Community Action Agency Associations - The organizations that provide T/TA designed to increase the capacity of CSBG-eligible entities to carry out the mandate of the CSBG Act and measure results.

Strategic Planning - An organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. Strategic plans set the tone for the staff and board and are a key leadership and management tool for the organization.

Technical Assistance - An activity, generally utilizing the services of an expert (often a peer), aimed at enhancing capacity, improving programs and systems, or solving specific problems. Such services may be provided proactively to improve systems or as an intervention to solve specific problems.

Training - An educational activity or event that is designed to impart knowledge and understanding or increase the development of skills. Such training activities may be in the form of assembled events such as workshops, seminars, conferences, or programs of self-instructional activities.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$300,000
Expected Number of Awards:	1
Award Ceiling:	\$300,000 Per Budget Period
Award Floor:	\$300,000 Per Budget Period
Average Projected Award Amount:	\$300,000 Per Budget Period

Length of Project Periods:

24-month project with two 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

In order to ensure that OCS meets its compliance and T/TA responsibilities for CSBG and continues its partnership with the CSBG Network, grants awarded under this Funding Opportunity Announcement will be funded in the form of Cooperative Agreements. Federal involvement may include the following:

- Participating in a kick-off meeting, webinar, or conference call for State CSBG Lead Agencies, State CAA Associations, and RPIC grantees to present the CSBG Legal T/TA Center and pending T/TA information and resources;
- Identifying CSBG grantees that require T/TA assistance in implementing and meeting organizational standards;
- Convening in-person planning and coordination meetings involving national CSBG T/TA partners to share information about proposed T/TA projects, identify areas for potential coordination of efforts, and identify priority areas for T/TA projects;
- Convening routine (e.g., quarterly) conference calls, reviewing project timelines, and assessing progress related to activities of the Organizational Standards COE;
- Reviewing and ensuring that Organizational Standards COE work plans accurately outline the intended activities and performance of the Organizational Standards COE activities; and
- Participating in webinars with national CSBG T/TA partners and facilitating the exchange of information that helps to identify common quality improvement issues.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

As prescribed by Section 678A(c)(2) of the CSBG Act (42 U.S.C. § 9913(c)(2)), eligible applicants are CSBG-eligible entities or statewide or local organizations or associations with demonstrated expertise in providing training on methods of effectively addressing the needs of low-income families and communities.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant should be made, registration in the CCR at SAM must be active throughout the life of the award. **Finalize a new, or renew an existing, registration at least two weeks before the application deadline.** This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations -v1.6.pdf.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements,

ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Application Deadlines

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Seth Hassett
Office of Community Services
OCS Operation Center
9701 Apollo Drive
Suite 301
Largo, MD 20774
Phone: (855) 792-6551
Email: OCSgrants@acf.hhs.gov

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at <http://www.acf.hhs.gov/grants-forms> and on the Grants.gov Forms page under "424 Family." See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced and in Times New Roman, 12-point font. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed later in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Applicants" at the top menu bar and selecting "Applicant Resources" from the drop-down list. Go to the "Technical Support & Self-Help" section and click on "Grants.gov Compatible Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at the following link: https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at <http://www.acf.hhs.gov/grants> under "Grants Related Information."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Observe the file naming conventions required by www.Grants.gov. Applicants should name their application files so that the content is easily identified by ACF.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the

application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The combined page number limitation for the Project Description and the Appendices must not exceed 150 pages.

The Project Description must include the following items in this order. All items must be labeled, numbered, and organized clearly in the Table of Contents.

- Table of Contents
- Project Summary/Abstract
- Objectives and Need for Assistance
- Outcomes Expected
- Approach
- Organizational Capacity
- Dissemination Plan
- Project Timeline and Milestones

- Program Performance Evaluation Plan
- Plan for Oversight of Federal Award Funds
- Project Budget and Budget Justification

The Appendices must include the following in this order. Please include a Table of Contents for all items provided in the appendices. All items must be labeled, numbered, and organized clearly in the Table of Contents.

- Table of Contents
- Proof of Legal Status of Entity/Proof of Non-Profit Status
- Logic Model
- Protection of Sensitive and/or Confidential Information
- Third-party Agreements
- Letters of Support
- Resumes
- Other Supporting Documentation

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications will be available in the application kit posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms at <https://www.acf.hhs.gov/grants-forms> and at Grants.gov <http://www.grants.gov/web/grants/forms.html> by using the link to "SF-424 Family," unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of

	submitted prior to the award of a grant.	Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Certification of Filing and Payment of Federal Taxes	Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.	<p>Applicants are advised of the following requirement contained in Section 518 of the "Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2014," (Pub.L. 113-76, Division H).</p> <p>This requirement remains in effect: Sec. 518.</p> <p>None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2014, or as a multiyear project to be fully funded in</p>

		FY 2014, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining DUNS number at http://fedgov.dnb.com/webform and registration at SAM.gov at http://www.sam.gov.</p>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

Part I: The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Outcomes Expected

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Describe in detail the expected achievements for the Organizational Standards COE. Describe likely benefits due to the proposed T/TA activities relating to the support of an enhanced ongoing state, regional and national T/TA strategy for the implementation of organizational standards in the CSBG Network.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Applicants are expected to propose a plan that clearly and concisely describes a strategy and a vision of how the Organizational Standards COE will operate (i.e., implementation plan). The plan must include efforts to address the core functions, purpose, major focus goals, and activities of the Organizational Standards COE, as well as the proposed approach to work with OCS, State CSBG Lead Agencies, RPIC, CSBG-eligible entities, and leading national organizations associated with CSBG. Applicants are expected to propose a plan that addresses the overall goals of this project as described in *Section I. Program Description*, *Organizational Standards COE Requirements*, and *Organizational Standards COE Activities*.

IMPLEMENTATION PLAN

The current Organizational Standards COE grantee primarily focused on developing and disseminating a set of organizational standards that local CSBG-eligible entities can utilize to enhance accountability. This funding opportunity will focus on working with states and CSBG-eligible entities to set, implement, and meet the national organizational standards developed by OCS and the current Organizational Standards COE grantee or a different set of standards chosen by the state. The plan for the Organizational Standards COE must present a well-conceived overall approach to the project, including details demonstrating that the project will be implemented in an effective way and must achieve the purpose and goals as stated in

Section I. Program Description. The implementation plan must include a clear and comprehensive vision of how the proposed Organizational Standards COE would operate. The plan must include the following:

- A plan to assist State CSBG Lead Agencies and local CSBG-eligible entities in setting, implementing, and meeting the national organizational standards developed by OCS and the current Organizational Standards COE grantee or a different set of standards chosen by the state.
- A plan to assess organizational capacity and performance in the CSBG Network by facilitating input from the network on the national organizational standards developed by OCS and the current Organizational Standards COE grantee or a different set of standards chosen by the state.
- A plan to coordinate state and national CSBG T/TA partners to assist the state in establishing and communicating a technical assistance strategy to help ensure that all CSBG-eligible entities have access to technical assistance to set, meet, and implement organizational standards. This strategy will include coordinating and leading activities (e.g., consistent messaging via communication and action plans) to ensure that CSBG-eligible entities have the organizational capacity to effectively address the needs of low-income individuals and communities.
- A clear approach to provide T/TA and develop curricula, training materials, tools (e.g., videos, and training guides) for State CSBG Lead Agencies and local CSBG-eligible entities that will assist in

setting, implementing and meeting organizational excellence through either the organizational standards developed by OCS and the current Organizational Standards COE grantee or a different set of standards chosen by the state. This includes providing and developing training resources to ensure that organizational standards are incorporated into state assessments, annual State CSBG Plans, and state monitoring practices.

- A plan to collaborate with RPICs, other national T/TA partners, and other relevant stakeholders to coordinate and convene working groups and participate in CSBG Network events (e.g., meetings, conferences, webinars, and regional calls).
- The plan for the Organizational Standards COE that must include a strategy for participating in the established web-based CSBG T/TA Resource Center. Through the CSBG T/TA Resource Center, State CSBG Lead Agencies, State Associations, and CSBG-eligible entities have access to the shared calendar, T/TA request system, consultant bank, and discussion forums.
- A plan to collaborate with OCS and other CSBG T/TA grantees to train State CSBG Lead Agency staff, including monitors, on organizational standards.
- A clear approach to assist the RPIC in developing regionally based technical assistance efforts to help ensure that all CSBG-eligible entities set, implement, and meet organizational standards.
- A plan to support professional and organizational development beyond the achievement of basic standards to organizational and professional excellence.
- A detailed strategy to collect and maintain data on the impact of implemented organizational standards.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

The applicant must describe how the proposed plan for performance evaluation will help ensure that immediate T/TA needs effectively address the ways in which the Organizational Standards COE will support an enhanced ongoing state, regional, and national strategy for the implementation of organizational standards in the CSBG Network. The applicant must describe how the proposed plan will evaluate and measure program effectiveness, including methods of securing participant feedback from State CSBG Lead Agencies, State Associations, and CSBG-eligible entities.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, it is strongly suggested that the applicant attach proof of non-profit status with the electronic application.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- List of Board of Directors;
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Copy or description of the applicant organization's personnel policies;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2014 (Pub.L. 113-76), enacted January 17, 2014, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$181,500 (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2014/EX.pdf>). This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget justification using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The budget for the project must also include funding for an entrance meeting to present and discuss details of the project work plan and cooperative agreement. The applicant may opt to attend this meeting at the OCS office in Washington, DC, or via a webinar/conference call. Applicants are advised to propose having three project staff members to make a presentation during the entrance meeting: the project director, the Management Information System coordinator (i.e., website development and maintenance staff), and one other key partner.

The budget must also include funding for travel for one key staff member to attend and present at a T/TA conference in Washington, DC, during each year of the grant.

General

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in Section VII. Agency Contacts will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Systems Issues

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at <http://www.acf.hhs.gov/grants> under "Grants Related Information."

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application

submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See the preceding section on "Request an Exemption from Required Electronic Application Submission."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/15/2014**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at:
http://www.grants.gov/applicants/apply_for_grants.jsp

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications

received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been

retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_s poc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Grant funds may not be used to cover costs incurred in connection with any criminal, civil, or administrative proceeding commenced by the federal government or a State or local government if the proceeding relates to a violation of or failure to comply with a federal, state, or local statute or regulation by the organization and results in the imposition of a monetary penalty or a final decision to debar or suspend the organization, rescind or void an award, or to terminate an award (2 CFR Part 230, App. B, paragraph 10.b.). Moreover, costs of legal, accounting, and consultant services, and related costs, incurred "in connection with defense against Federal Government claims or appeals . . . or the prosecution of claims or appeals against the Federal Government, are unallowable" (2 CFR Part 230, App. B, paragraph 10.g.).

Subcontracting

OCS will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant is expected to have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar subcontracting for specific services or activities that are needed to conduct the project.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Attn: HHS-2014-ACF-OCS-ET-0821
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
OCS Operation Center
9701 Apollo Drive, Suite 301
Largo, MD 20774

Hand Delivery

Attn: HHS-2014-ACF-OCS-ET-0821
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
OCS Operation Center
9701 Apollo Drive, Suite 301
Largo, MD 20774

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OBJECTIVES

Maximum Points: 20

In this section, reviewers will consider the extent to which:

The applicant clearly identifies the significant features and components of the Organizational Standards COE, clearly states the goals and requirements (i.e., assisting State CSBG Lead Agencies and local CSBG-eligible entities in setting, implementing, and meeting organizational standards) and subordinate objectives (i.e., measurable steps for reaching these goals) of the project, and provides rationale for the project goals. The applicant clearly describes how the goals and objectives of proposed project activities will address the needs of State CSBG Lead Agencies, CSBG-eligible entities, and other organizations in the CSBG Network. (0 - 20 points).

IMPLEMENTATION PLAN

Maximum Points: 40

In reviewing this section, reviewers will consider the extent to which:

The applicant presents a well-conceived overall approach to the project, including a preliminary design for the implementation and details describing how project will be implemented in an effective way to achieve the purpose and goals stated in *Section I. Program Description, Organizational Standards COE Purpose and Major Focus Goals, Section I. Program Description, Organizational Standards COE Requirements, and Section I. Program Description, Organizational Standards COE Activities*.

- The applicant provides a reasonable and detailed plan to assess organizational capacity and performance in the CSBG Network by facilitating input from the network on organizational standards. (0 - 4 points).
- The applicant provides a feasible plan to coordinate state and national CSBG T/TA partners to assist the state in establishing and communicating a technical assistance strategy to help ensure that all CSBG-eligible entities have access to technical assistance required to set, meet, and implement organizational standards. (0 - 4 points).
- The applicant provides a clear approach to provide T/TA and develop curricula, training materials, tools for State CSBG Lead Agencies and local CSBG-eligible entities that will assist in setting, implementing and meeting organizational excellence through organizational standards. (0 - 4 points).
- The applicant provides a viable plan to collaborate with RPICs, other national T/TA partners, and other relevant stakeholders to coordinate and convene working groups and participate in CSBG Network events. (0 - 4 points).

- The applicant provides a plan for the Organizational Standards COE that includes a detailed strategy for participating in the established web-based CSBG T/TA Resource Center. (0 - 4 points).
- The applicant provides a detailed and feasible plan to collaborate with OCS and other CSBG T/TA grantees to train State CSBG Lead Agency staff, including monitors, on organizational standards. (0 - 4 points).
- The applicant provides a clear approach to assist the RPIC in developing regionally based technical assistance efforts to help ensure that all CSBG-eligible entities set, implement, and meet organizational standards. (0 - 4 points).
- The applicant provides a plan to support professional and organizational development beyond the achievement of basic standards to organizational and professional excellence. (0 - 4 points).
- The applicant provides a detailed strategy to collect and maintain data on the impact of implemented organizational standards. (0 - 4 points).
- The applicant presents a project description that is clear, complete, and includes a timeline with specific and measurable goals and objectives. The project narrative of the application presents a clear and achievable statement of work to be undertaken and objectives for the period of the proposed work described in *Section I. Program Description*. (0 - 4 points).

OUTCOMES EXPECTED

Maximum Points: 15

In reviewing the outcomes expected, reviewers will consider the extent to which:

- (1) The applicant describes how the project will ensure long-term program improvements for State CSBG Lead Agencies and CSBG-eligible entities in the interest of ensuring that all CSBG-eligible entities set, implement, and meet organizational standards. (0 - 5 points).
- (2) The applicant describes how the proposed plan will evaluate and measure program effectiveness including securing participant feedback from State CSBG Lead Agencies, State Associations, and CSBG-eligible entities as described in *Section I. Program Description*. (0 - 5 points).
- (3) The applicant presents a well-defined logic model that guides the proposed project. The logic model demonstrates strong links between proposed inputs and activities and intended short-term, intermediate, and long-term outcomes. (0 - 5 points).

ORGANIZATIONAL CAPACITY

Maximum Points: 15

In reviewing the organizational capacity, reviewers will consider the extent to which:

- (1) The applicant provides strong evidence of sufficient capacity, experience, and expertise in the program areas of this FOA in collaboration with partner organizations; in culturally competent service delivery; and in administration, development, implementation, management, and evaluation of similar projects. (0 - 5 points).
- (2) The applicant describes, for example in a resume, the level of knowledge, skills, and abilities of the proposed project director and primary staff members, and documents how their specific qualifications and level of expertise will support the successful implementation of the proposed project activities, particularly as it relates to setting, implementing, and meeting organizational standards. (0 - 5 points).
- (3) The applicant clearly documents the roles, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners. These are well defined and appropriate to the successful implementation of the proposed project. (0 - 5 points).

In reviewing the budget and budget justification, reviewers will consider the extent to which:

- (1) The applicant includes a budget that details the itemized expenses for the project. The narrative budget justification clearly states how each itemized expense will be utilized. (0 - 5 points).
- The budget must also include funding for travel for one key staff member to attend and present at a T/TA conference in Washington, DC, during each year of the grant.
- (2) The costs of the project are reasonable, allocable, and program-related and are commensurate with the types and range of activities and services to be conducted and the expected goals and objectives. (0 - 5 points).

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section III.3. Other*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NOA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NOA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NOA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 74.81_Prohibition against profit), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely end* before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-for-faith-based-and-community-organizations>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

Debarment and Suspension

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Award Term and Condition for Federal Recognition of Same-Sex Spouses/Marriage

A standard term and condition of award will be included in the final Notice of Award (NOA); all grant recipients will be subject to a term and condition that instructs grantees to recognize any same-sex marriage legally entered into in a U.S. jurisdiction that recognizes their marriage, including one of the states, the District of Columbia or U.S. territory, or in a foreign country so long as that marriage would also be recognized by a U.S. jurisdiction, when applying the terms of the Federal statute(s) governing the award. This applies regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. However, this does not apply to registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage. Accordingly, recipients must review and revise, as needed, any policies and procedures which interpret or apply Federal statutory or regulatory references to such terms as "marriage," "spouse,"

“family,” “household member,” or similar references to familial relationship to reflect inclusion of same-sex spouses and marriages. Any similar familial terminology references in HHS statutes, regulations, or policy transmittals will be interpreted to include same-sex spouses and marriages legally entered into as described herein.

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA’s requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than

eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms and at <https://www.acf.hhs.gov/grants-forms>. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Tangible Property Report (SF-428)

As of April 1, 2012, the Administration for Children and Families began requiring the use of the Tangible Personal Property Form (SF-428).

The **SF-428** is a standard form used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a federal financial assistance award. The form consists of the cover sheet, SF-428, and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at http://www.whitehouse.gov/omb/grants_forms.

Real Property Status Report (SF-429)

Beginning with budget periods ending September 30, 2012, and for all budget periods thereafter, all ACF grantees are required to submit the SF-429 report(s) as frequently as required in the terms and conditions of their award(s).

The **SF-429** is a standard report used by recipients of federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that has

been/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using federal funds and real property that was donated to a federal project in the form of a match or cost share donation. This report is used for awards that establish a federal Interest on real property.

The form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at http://www.whitehouse.gov/omb/grants_forms.

VII. Agency Contacts

Program Office Contact

Seth Hassett
Administration for Children and Families
Office of Community Services
Division of State Assistance
OCS Operation Center
9701 Apollo Drive, Suite 301
Largo, MD 20774
Phone: (855) 792-6551
Email: OCSgrants@acf.hhs.gov

Office of Grants Management Contact

Katrina Morgan
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
OCS Operation Center
9701 Apollo Drive, Suite 301
Largo, MD 20774
Phone: (855) 792-6551
Email: OCSgrants@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hsgsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at
<https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](#) Forms Repository webpage at
<http://www.grants.gov/web/grants/forms.html>. See "SF- 424 Family."

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at
<http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

The *Federal Register* <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

United States Code (U.S.C.) <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

	<p>under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p> <p>Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15!</p> <p><i>See Section IV.2. Formatting ACF Applications.</i></p>

	<p>Family."</p>	
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section III.3. Other</i> in the announcement.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.</p>

<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>
<p>SF-424A - Budget Information - Non- Construction Programs and</p> <p>SF-424B - Assurances - Non-Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at</p> <p>http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

Certification of Filing and Payment of Federal Taxes	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement.</p> <p>The Certification may be found at http://www.acf.hhs.gov/grants-forms.</p>	If applicable to the applicant, it must be submitted prior to the award of a grant.
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Logic Model	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.
Letters of Support	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.